

## **DCFS Regional Safety Summary Log – Instructions**

**Current Version of Form:** 08/2015

### **Purpose:**

Used to report all regional quarterly safety training for state employees

- To be in compliance with Safety Policy 3-02 annual safety trainings
- Easy monitoring of all safety trainings
- Used to update all state employees on necessary safety training
- To submit in lieu of all safety documents provided during safety trainings

### **Preparation:**

- All spaces on page must be completed
- Safety Coordinator must sign bottom of the form acknowledging training took place
- Submit to State Office Safety Officer after the quarter's training

### **Disposition:**

- Copy is scanned to:
  - Safety Coordinator within one week of the quarter ending
  - Safety Coordinator scans to DCFS Safety Officer and Safety Supervisor within two weeks of quarter ending
- Original is retained in reporting office file

### **Retention:**

- Maintain the DCFS Regional Safety Summary Log in accordance with retention schedule and DCFS Policy 6-02